

JOT 3-2

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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Preliminary Study of Attrition of Personnel Who Might Be Replaced by Junior Officer Trainees

why attrition request for what purpose

1. This study was carried out with the cooperation of and in consultation with various members of the Office of Personnel.

2. The source of information was the Occupational Handbook of Classification Titles and Codes.

3. The analysis was made by the Records and Services Division, Office of Personnel. The breakdown provided figures for each grade GS-5 to GS-15 inclusive in each of ninety-three titles selected from the Handbook in Headquarters. positions for the year 30 November 1955-30 November 1956.

25X1

4. The total figures obtained are as follows: *for what?*

incumbered positions
vacant T/O positions

Total T/O positions

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25X1

Total	Excluding GS-5 to 8 inclusive
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separations
entered on duty

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25X1

5. No rapid method was available for determining which positions under a given job title can be appropriately filled by trained Junior Officer Trainees or which positions in the higher grades (GS-12 to 15 inclusive) were filled by promotion from within. Such determinations

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can be made only through a detailed study of the requirements set up by the several components. It is planned to examine these questions with the administrative and placement officers of each division.

25X1 6. On the basis of the vague materials available it is felt that of the ☐ separations in grade GS-9 and above which took place in the year under study approximately ☐ could have been satisfactorily filled with Junior Officer Trainees.

is this not too low?

25X

MATTHEW BAIRD

OTR/MB:WLE:egb

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